UNITED ARAB EMIRATES
MINISTRY OF INDUSTRY
& ADVANCED TECHNOLOGY

الإمارات العربية المتحدة
وزارة الصناعـــــــــــة
والتكنولوجيـــا المتقدمـــــة

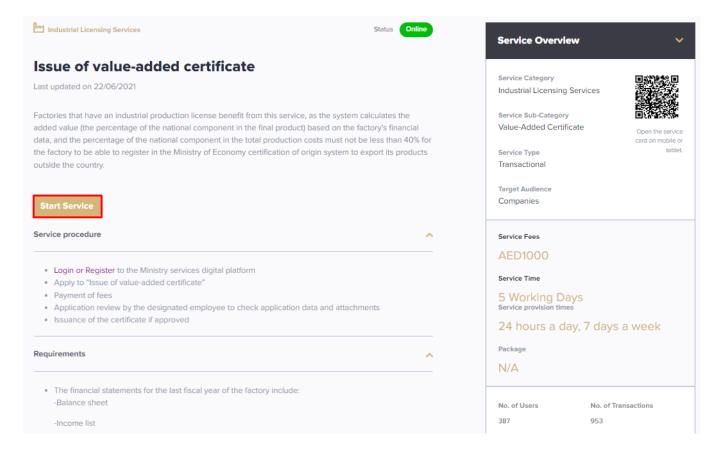# Issue Value-Added Certificate

# User Manual

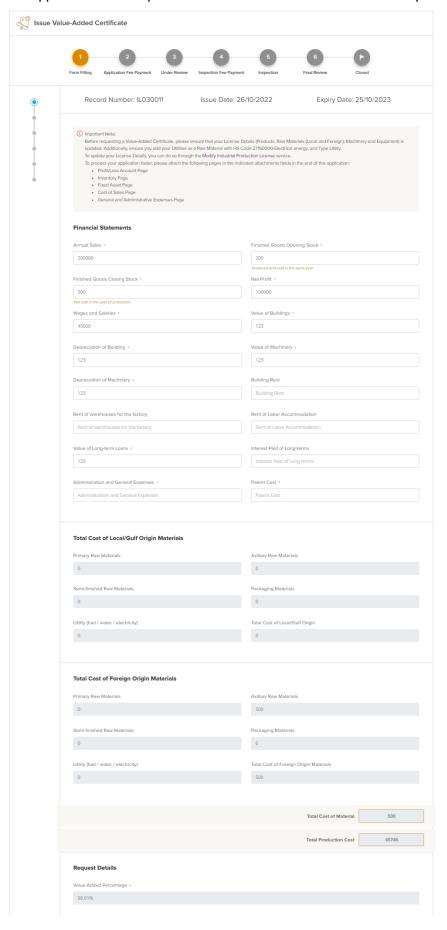# Issue Value-Added Certificate

This service allows the applicant to Submit a request to increase the quantity in kilograms of previously added raw materials, semi-manufactured raw materials, and packaging materials, to be added to the factory quota. factories with industrial production licenses can utilize the service, to apply just press (**Start Service**) button.
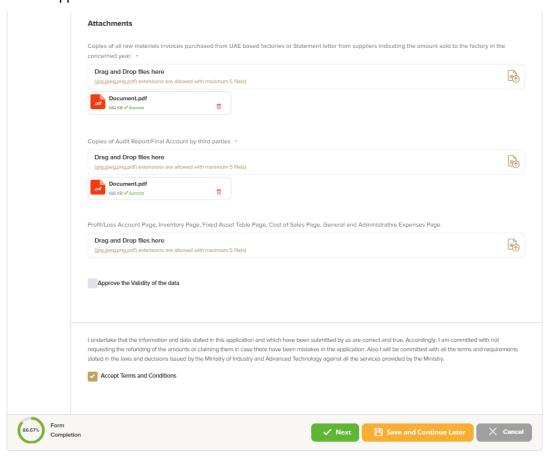
## Service Execution Steps

**1-** The applicant fills the required fields such as Financial Statements, then press (**Next**)

### Issue Value-Added Certificate

| 1 Form Filling | 2 Application Fee Payment | 3 Under Review | 4 Inspection Fee Payment | 5 Inspection | 6 Final Review | ▶ Closed |
|---|---|---|---|---|---|---|

Record Number: IL030011          Issue Date: 26/10/2022          Expiry Date: 25/10/2023

ⓘ Important Note:
Before requesting a Value-Added Certificate, please ensure that your License Details (Products, Raw Materials (Local and Foreign), Machinery and Equipment) is updated. Additionally, ensure you add your Utilities as a Raw Material with HS Code 27160000-Electrical energy. and Type Utility.
To update your License Details, you can do so through the Modify Industrial Production License service.
To process your application faster, please attach the following pages in the indicated attachments fields in the end of this application:
- Profit/Loss Account Page
- Inventory Page
- Fixed Asset Page
- Cost of Sales Page
- General and Administrative Expenses Page

#### Financial Statements

| Annual Sales * | Finished Goods Opening Stock * |
|---|---|
| 200000 | 200 |
| | Produced and sold in the same year |

| Finished Goods Closing Stock * | Net Profit * |
|---|---|
| 500 | 100000 |
| Not sold in the year of production | |

| Wages and Salaries * | Value of Buildings * |
|---|---|
| 45000 | 123 |

| Depreciation of Building * | Value of Machinery * |
|---|---|
| 123 | 123 |

| Depreciation of Machinery * | Building Rent |
|---|---|
| 123 | Building Rent |

| Rent of warehouses for the factory | Rent of Labor Accommodation |
|---|---|
| Rent of warehouses for the factory | Rent of Labor Accommodation |

| Value of Long-term Loans * | Interest Paid of Long-terms |
|---|---|
| 123 | Interest Paid of Long-terms |

| Administration and General Expenses * | Patent Cost * |
|---|---|
| Administration and General Expenses | Patent Cost |

#### Total Cost of Local/Gulf Origin Materials

| Primary Raw Materials | Axillary Raw Materials |
|---|---|
| 0 | 0 |

| Semi-finished Raw Materials | Packaging Materials |
|---|---|
| 0 | 0 |

| Utility (fuel / water / electricity) | Total Cost of Local/Gulf Origin |
|---|---|
| 0 | 0 |

#### Total Cost of Foreign Origin Materials

| Primary Raw Materials | Axillary Raw Materials |
|---|---|
| 0 | 500 |

| Semi-finished Raw Materials | Packaging Materials |
|---|---|
| 0 | 0 |

| Utility (fuel / water / electricity) | Total Cost of Foreign Origin Materials |
|---|---|
| 0 | 500 |

| Total Cost of Material | 500 |
|---|---|
| Total Production Cost | 45746 |

#### Request Details

| Value Added Percentage * |
|---|
| 98.91% |

**2-** After the applicant fills the required data, uploads the needed attachments he should read the Terms and Conditions and accept them, then press (**Next**) to submit or (**Save and Continue Later**) to save draft version or cancel the application.
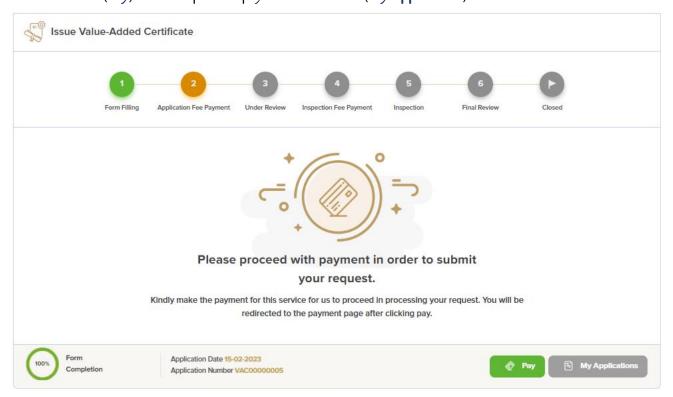


**3-** The applicant evaluates the service and provide suggestions and feedback.

**4-** A successful message with application information (number and status) will be appeared, and the applicant can choose (**Pay**) in case of proceed payment or return to (**My Application**)



## Application follow-up

The applicant can follow-up the submitted application status from (My Applications) tab in the menu and can track application updates from website notifications and E-mail messages.